



## Health Services Skill Standards Checklist

**CERTIFICATION AREAS COMPLETED:**  
**Fundamentals of Client Care – Section 1**

- \_\_\_\_\_ Fundamentals of Client Care I (CNA)  
\_\_\_\_\_ Fundamentals of Client Care II & III

**Health Care Services – Section 2**  
(Select 2)

- \_\_\_\_\_ Health Information Services  
\_\_\_\_\_ Therapeutic Services  
\_\_\_\_\_ Diagnostic Services  
  
\_\_\_\_\_ Core Abilities  
\_\_\_\_\_ A minimum of 900 work hours

**Level One Requirements:** Core Abilities and Fundamentals of Client Care I, II, & III OR Core Abilities and two areas from Section 2; Health Information, Therapeutic or Diagnostic Services. A minimum of 450 work hours.

**Student Name**\_\_\_\_\_

**School District**\_\_\_\_\_

**YA Consortium**\_\_\_\_\_

**YA Coordinator**\_\_\_\_\_

**High School Diploma/GED/HSED**

**Date Received**\_\_\_\_\_

**Total Hours  
Employed**

**Company Name**

**Phone #**

_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Instruction for the Worksite Mentor**

The Skill Standards Checklist is a list of competencies (tasks) to be achieved through mentoring at the worksite.

- Each competency has two levels.
- The worksite mentor should rate each competency as the student acquires and demonstrates the skill.
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and the student should go over the checklist together on a regular basis (at a minimum every 9 weeks) to record progress and plan future steps to complete the required competencies.

***Please sign this page if you have been a mentor, trainer or instructor of this student.***

**CERTIFICATION:** I certify that this student has successfully completed the competencies required in my department.

_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Mentor/Trainer Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Instructor Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed
_____	<b>Instructor Signature</b>	_____	Printed Name
_____	Department	_____	Date Signed

Students who earn their Certified Nursing Assistant certification through an approved CNA program are not required to complete this section if they are able to provide verification of their CNA status via the Registry.

CNA Registry Number - \_\_\_\_\_

## **SKILL STANDARD**

**2 = Met the criteria. Required no prompting or coaching**

**1 = Met the criteria. Required some assistance and/or prompting by mentor**

See MENTOR GUIDE *SCORING GUIDELINES* for more detail

**Score**

1. Measure temperature, pulse and respiration.	2	1
2. Measure client weight and height.	2	1
3. Measure client intake and output.	2	1
4. Assist client with eating.	2	1
5. Assist client with bowel and bladder eliminations.	2	1
6. Make occupied and unoccupied bed.	2	1
7. Assist client with bathing.	2	1
8. Give bed-bath.	2	1
9. Assist client with oral hygiene.	2	1
10. Provide client skin care.	2	1
11. Assist client with grooming: shaving.	2	1
12. Assist client with grooming: hair care.	2	1
13. Assist client with grooming: nail care.	2	1
14. Assist client with grooming: dress and undress.	2	1
15. Use isolation techniques.	2	1
16. Position client.	2	1
17. Provide client comfort measures.	2	1
18. Use restraining/protective devices.	2	1

19.	Transfer client.	2	1
20.	Transport client.	2	1
21.	Ambulate client.	2	1
22.	Assist client in performing range-of-motion exercise.	2	1
23.	Perform choking maneuver.	2	1
24.	Demonstrate emergency/fire procedures.	2	1
25.	Assist with care of dying client.	2	1
26.	Assist with postmortem care.	2	1

ALL COMPETENCIES MUST BE MET AT A ONE (1) TO PASS THIS SECTION
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**Comments:** \_\_\_\_\_

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# Fundamentals of Client Care II & III

## SKILL STANDARD

**2 = Met the criteria. Required no prompting or coaching**

**1 = Met the criteria. Required some assistance and/or prompting by mentor**

See MENTOR GUIDE *SCORING GUIDELINES* for more detail

	Score	
1. Measure temperature, pulse and respiration.	2	1
2. Measure client weight and height.	2	1
3. Measure client intake and output.	2	1
4. Assist client with eating.	2	1
5. Assist client with bowel and bladder eliminations.	2	1
6. Make occupied and unoccupied bed.	2	1
7. Assist client with bathing.	2	1
8. Give bed-bath	2	1
9. Assist client with oral hygiene.	2	1
10. Provide client skin care.	2	1
11. Assist client with grooming: shaving.	2	1
12. Assist client with grooming: hair care.	2	1
13. Assist client with grooming: nail care.	2	1
14. Assist client with grooming: dress and undress.	2	1
15. Use isolation techniques.	2	1
16. Position client.	2	1
17. Provide client comfort measures.	2	1
18. Use restraining/protective devices.	2	1
19. Transfer client.	2	1
20. Transport client.	2	1

21. Ambulate client.	2	1
22. Assist client in performing range-of-motion exercise.	2	1
23. Perform choking maneuver.	2	1
24. Demonstrate emergency/fire procedures.	2	1
25. Assist with care of dying client.	2	1
26. Assist with postmortem care.	2	1
27. Admit client to health care facility.	2	1
28. Discharge client from health care facility.	2	1
29. Take blood pressure.	2	1
30. Chart objective information on client records.	2	1
31. Collect stool and urine specimens.	2	1
32. Care for client with a urinary catheter.	2	1
33. Apply nonprescription topical medication.	2	1
34. Assist with the application of hot and cold applications to the skin.	2	1
35. Shadow health service practitioners.	2	1
36. Produce Job Shadowing Journals.	2	1
37. Select health service specialty areas.	2	1
38. Assist with client examinations and specialized treatments.	2	1
39. Respond to basic emergencies with first aid.	2	1

ALL COMPETENCIES MUST BE MET AT A ONE (1) TO PASS THIS SECTION
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**Comments:** \_\_\_\_\_

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**SKILL STANDARD**

**2 = Met the criteria. Required no prompting or coaching**

**1 = Met the criteria. Required some assistance and/or prompting by mentor**

**See MENTOR GUIDE *SCORING GUIDELINES* for more detail**

**Score**

1. Use telephone to obtain and/or give information.	2	1
2. Assist in scheduling appointments.	2	1
3. Complete client identification labels/tags.	2	1
4. Assist in completion of client chart/forms.	2	1
5. Assist with filing client information.	2	1
6. Retrieve computerized client information.	2	1
7. Assist with coding for client billing.	2	1
8. Assist in ordering supplies and equipment.	2	1
9. Assist with inventory of supplies and equipment.	2	1

**ALL COMPETENCIES MUST BE MET AT A ONE (1) TO PASS THIS SECTION**

COMMENTS: \_\_\_\_\_

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**SKILL STANDARD**

**2 = Met the criteria. Required no prompting or coaching**

**1 = Met the criteria. Required some assistance and/or prompting by mentor**

See **MENTOR GUIDE SCORING GUIDELINES** for more detail

**Score**

1. Assist in preparing therapeutic agents.	2	1
2. Prepare supplies and equipment for procedures and treatments.	2	1
3. Set up treatment area.	2	1
4. Assist in explaining treatment to client.	2	1
5. Assist in administering treatment.	2	1
6. Monitor client response to treatment.	2	1
7. Assist in determining client target heart rate.	2	1
8. Assist client with prescribed exercise program.	2	1
9. Assist client with gait training.	2	1
10. Assist in application/adjustment of orthotic and assistive devices.	2	1
11. Apply ace wrap.	2	1
12. Apply cold and hot packs.	2	1

**ALL COMPETENCIES MUST BE MET AT A ONE (1) TO PASS THIS SECTION**

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_

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**SKILL STANDARD**

**2 = Met the criteria. Required no prompting or coaching**

**1 = Met the criteria. Required some assistance and/or prompting by mentor**

See **MENTOR GUIDE SCORING GUIDELINES** for more detail

**Score**

1. Assist in preparing diagnostic agents.	2	1
2. Store pharmaceutical non-drugs, supplies and materials.	2	1
3. Assist in giving client pretest information/instructions.	2	1
4. Assist in setting up exam/test supplies and equipment.	2	1
5. Prepare exam/test area.	2	1
6. Assist with client exam and/or administration of diagnostic test.	2	1
7. Assist in processing specimens.	2	1
8. Assist in processing exposed x-ray film.	2	1
9. Assist with duplicating x-ray films.	2	1
10. Display x-ray films.	2	1

**ALL COMPETENCIES MUST BE MET AT A ONE (1) TO PASS THIS SECTION**

COMMENTS: \_\_\_\_\_

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## Core Abilities

Core abilities address broad knowledge, skills, and attitudes that go beyond the context of a specific course. Core abilities are not taught in specific lessons. These are the employability skills that are critical for success in the health care industry.

### RATING:

**3 = Exceeds entry level/Consistently displays this behavior.**

**2 = Meets entry level/Often displays this behavior.**

**1. = Needs improvement/Rarely displays this behavior.**

	Score		
A. Communicate effectively	3	2	1
B. Respect the rights of clients	3	2	1
C. Acts Responsibly	3	2	1
D. Ensure a safe environment for client, personnel and visitors	3	2	1
E. Maintain client confidentiality and privacy	3	2	1
F. Take responsibility for own learning	3	2	1

ALL COMPETENCIES MUST BE MET AT A TWO (2) TO PASS THIS SECTION

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## Notes

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